



College Success Director

Mission: REACH Prep provides access to transformative educational experiences that empower underserved, high-achieving students to graduate from top colleges and emerge as the next generation of leaders.

Organization: For 25 years, REACH Prep has helped motivated and talented black and Latino students from underserved communities in Fairfield and Westchester counties and the Bronx gain admission to and thrive in rigorous independent schools. Upon admission to REACH Prep at the end of fourth grade, students benefit from a 12-year educational continuum, including comprehensive academic preparation and enrichment, leadership training, and supplementary individual and family guidance that prepares them to succeed at and graduate from competitive colleges. REACH Prep's model of access to high-quality education along with sustained, extensive and long-term support achieves college success rates that defy trends and national statistics.

REACH Prep's office is conveniently located in downtown Stamford near Harbor Point and within a short walking distance from Stamford's Metro North Station.

Position: REACH Prep seeks a College Success Director who will report to the Director of Education. This exciting new position will build on and increase REACH Prep's 90% college graduation rate by providing continued support to ensure college students' academic, social and financial success, and career exploration opportunities.

Responsibilities:

- **Expand and develop all college student support and guidance:** Monitor course selection and academic performance, cultivate and sustain relationships, and provide ongoing support to help college students thrive academically and socially. Guide students to seek out campus resources and support them in applications for financial aid and other opportunities.
- **Coordinate and facilitate one-on-one and group sessions:** Provide personalized, actionable guidance including the development of self-advocacy, organizational and time-management skills.
- **Oversee career exploration and post-graduate career planning:** Help students identify and explore career interests, develop professional etiquette, and prepare for internships and jobs. Support students in creating LinkedIn profiles, writing resumes and cover letters, and practicing for interviews.
- **Monitor and evaluate initiatives:** Consistently collect, track, and analyze data to provide regular reports on college students' progress and outcomes.

Qualifications:

- College degree required, advanced degree a plus.
- Minimum of five years of full-time work experience in college access and success or higher education.
- Knowledge of financial aid in higher education, including FAFSA.
- Exceptional attention to detail and skilled at synthesizing, evaluating and reporting on quantitative and qualitative student data.
- Prior experience and strong skills in social media and data tracking tools (eg: Google sheets, Survey Monkey, social networking tools, and Salesforce a plus).
- Exceptional communication and interpersonal skills and demonstrated interest in building and sustaining professional relationships with young adults.
- Highly organized (strong attention to timelines/deadlines related to college, internship, and job applications).
- Willingness to work or travel on evenings and occasional weekends, depending on students' availability.
- Ability to thrive and work collaboratively with a small team.
- Valid driver's license.

Start Date: Winter/Spring 2019

Salary: REACH Prep offers a competitive compensation and benefits.

To Apply: Please submit a cover letter and resume via email to Rosa Ortiz, Director of Administration and Finance, at ortiz@reachprep.org. Review of applications will begin immediately. No phone calls, please. REACH Prep can respond only to those candidates who will receive an interview. REACH Prep is proud to be an equal opportunity employer.